

**The Fund for American Studies**  
**Semester Program Policies**  
**Acknowledgment, Agreement and Release of Liability**

For value received, and upon signing and submitting this Internship Acknowledgment, Agreement, and Release of Liability, I confirm that I wish to participate in the The Fund for American Studies Semester Program.

I agree to abide by The Fund for American Studies policies and procedures, as detailed herein and as communicated to me, as well as all federal, state, and local laws. I understand that my participation in the Semester Program may be terminated by The Fund for American Studies or by me at any time, with or without cause, regardless of any agreements in conjunction with my participation. I understand that The Fund for American Studies cannot and does not guarantee that any particular experience or learning goals and objectives will be achieved.

**TERMS OF FINAL PAYMENT**

Students are required to pay the tuition balance (tuition and housing fees less any scholarship award from The Fund for American Studies, early deadline discount if applicable and the \$750 deposit) 45 days before the start of the program.

While reminder invoices will be sent out via email and regular mail to the student's permanent address, it is the student's responsibility to ensure that payment is received by the deadline. Payments made after the deadline are subject to late fees and may result in the student's forfeiture of his or her position in the program.

Payment may be made by check or money order, payable to The Fund for American Studies, or by credit card (via the website). Students choosing to make their tuition payments via credit card will be charged a one-time fee of \$100. This fee must be added to the tuition balance at the time of payment.

If full payment cannot be made by the deadline, because money has not yet been issued from a lending institution or financial aid office, a letter must be sent by the lending institution or financial aid office and received by The Fund for American Studies by the deadline date. The letter must verify the date that full payment will be disbursed, the party to who the funds will be issued and the amount of the disbursement.

If money is to be disbursed from a third party, including the home university or lending institution, it is the student's responsibility to ensure that the money is sent to The Fund for American Studies at the designated time. At the scheduled time of disbursement, students must verify that payment was received by The Fund for American Studies.

**REFUND AND WITHDRAWAL POLICY**

The \$750.00 deposit is not refundable under any circumstances. This policy ensures that students are completely committed to attending the program before enrolling and paying the deposit. If a student withdraws from the program after making the deposit, his or her space may go unfilled and results in a loss of income.

If a student withdraws before the start of the program, the following refund policy will apply:

Students must withdraw in writing 45 days before the start date of the program to receive a full refund less the deposit. After this date no refund will be given.

Any student choosing to withdraw from the program at anytime will forfeit his or her program internship placement and program housing.

There is a \$25.00 charge for all returned checks.

**STUDENT ATTENDANCE & PARTICIPATION**

The Fund for American Studies expects each student to attend every academic and co-curricular session, complete all reading assignments, and participate actively in class discussions. Students are also expected to adhere to scheduled internship hours and complete all internship assignments.

Attendance will be recorded at all Program events (excluding optional social events), and students must ask permission of the professor and Program staff to be absent from any class or mandatory event. Failure to regularly attend all scheduled Program

events will result in dismissal from the Program.

If a student is removed from the Program or terminated from his or her internship, there will be no refund of money paid, and travel costs will be the responsibility of the student. Removal from the Program will also include forfeiture of the internship and housing.

### **RESPECT**

The Fund for American Studies expects participants in its programs to treat the staff, professors, intern supervisors, speakers, alumni, fellow students and any other people they come into contact with during the program with respect and consideration. Actions by any student that are seen as physically or verbally abusive to others are regarded as serious offenses. Students must understand that such abusive behavior is subject to disciplinary action and likely dismissal from the program. Students are required to abide by all applicable policies and procedures of George Mason University, including but not limited to, policies related to discrimination, sexual harassment, interpersonal violence, alcohol and drug use, and any case resolution process established for resolution of these and other issues. See for example: <http://waves.gmu.edu/mason-policies/>. The student acknowledges that it is the student's responsibility to know and abide by these and any other policies which apply to the student while participating in the Program and residing on the Washington Intern Student Housing.

### **COURSES**

All students must take all three courses associated with their program (for a total of 12 credits) as well as participate in internships, guest lectures and other required program activities. Students must take the classes for a grade that will subsequently appear on their George Mason University transcript. Courses may not be taken for pass/fail credit and classes may not be audited.

### **ACADEMIC INTEGRITY**

Students are expected to hold academic integrity in the highest regard and TFAS will not tolerate dishonesty, cheating or plagiarism of any kind. Failure to follow procedure in class, at internship sites, or George Mason University policy, is subject to disciplinary action and likely dismissal from the program. Plagiarism shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. Fabrication of work for a class or internship is also not tolerated. While complaints related to academic integrity will be handled through the Office for Academic Integrity of George Mason University (available at <http://oai.gmu.edu/>), TFAS retains the right to take disciplinary action and/or dismiss a student from the Program in the absence of an adverse finding by the Office for Academic Integrity.

### **HOUSING**

Program students must abide by housing regulations, and the roommate contract that is distributed. The Fund for American Studies and WISH (Washington Intern Student Housing) are not responsible for any damage to or loss of personal property while living in program housing and students are encouraged to carry renters insurance for the duration of the program. Any damage to apartments will be assessed to all inhabitants. Roommate and housing assignments will be made prior to the Program start date. TFAS staff reserves the right to make changes as necessary during the program.

### **INSURANCE**

I understand that The Fund for American Studies will not provide me with any employee benefits such as health insurance, and I understand that I am responsible for obtaining and sustaining my own health/medical or auto insurance coverages. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment.

### **RISK ACKNOWLEDGMENT**

I understand that my participation in the Program, to include any travel associated with it and residing in Washington Intern Student Housing, could involve risk of bodily or psychological injury (including illness), property damage or theft, or death, economic or emotional loss, and I accept and fully understand these risks. I understand that these injuries or outcomes may arise from my own or another's actions, inaction, or negligence, conditions related to travel, or the condition or location of the Program or housing. **Nonetheless, I assume all related risks, both known and unknown to me, of my participation in the Program, residing on the Washington Intern Student Housing, including travel to, from and during the Program.** I acknowledge that it is my responsibility to participate only in those activities of which I am physically capable.

**APPROPRIATE DRESS**

The internship is a professional experience, and students should plan to dress accordingly. Depending on the internship site, a coat and tie with dress slacks or a business suit may be appropriate for men, and a skirt and blouse, dress, or business suit may be appropriate for women. Students are required to check with their internship supervisor before the start of the program to confirm appropriate business attire for their internship. Site briefings, lectures and panel discussions are considered business meetings and professional attire is required.

**ATTENDANCE AGREEMENT**

I agree to participate fully in all aspects of the Program, which includes attending all scheduled classes, lectures, site briefings, and internship work hours. I understand that attendance is MANDATORY at all events scheduled by The Fund for American Studies unless otherwise noted and that an unexcused absence warrants dismissal from the program and/or forfeiture of any scholarship aid from The Fund for American Studies.

I understand that acceptance of credit for courses and/or internships is dependent upon the policies of my university.

I agree to abide by all rules and policies set forth in the policies listed above and any other policies communicated to me by The Fund for American Studies.

**GENERAL LIABILITY RELEASE OF CLAIMS**

In consideration of the opportunity and experience afforded me, with full knowledge and appreciation of the risks involved, I hereby release and hold harmless The Fund for American Studies and its directors, officers, employees, agents, successors and assigns, and their respective heirs, personal representatives, and affiliates, from all form and manner of risks inherent or relating to such participation in the Program, including but not limited to, any related travel, residing in Washington Intern Student Housing, claims of The Fund for American Studies' negligence, resulting in any physical or psychological injury, illness, damages, or economic or emotional loss I may suffer because of my participation in this Program, residing in Washington Intern Student Housing, including travel to, from and during the Program, and I waive all claims and demands of any nature arising from my participation in the Program and residing in Washington Intern Student Housing which I may have against The Fund for American Studies, its officers, directors, employees, agents, successors and assigns, and affiliates. I agree and understand that this liability waiver will extend beyond the dates of this Agreement and Program participation.

I understand and agree that this Release contains the entire agreement between the parties, and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release and Agreement shall be binding upon the undersigned, and respective heirs, executors, administrators, personal representatives, successors and assigns.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing The Fund for American Studies from all liability, (b) promising not to sue The Fund for American Studies, and (c) assuming all risks of participating in this Program, including travel to, from and during the Program, and residing Washington Intern Student Housing.**

**I acknowledge that my failure to adhere to the terms of this Agreement constitutes grounds for immediate dismissal from participation in the Program at the sole discretion of The Fund for American Studies.**

I understand that this document is written to be as broad and inclusive as legally permitted by the District of Columbia. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining items.

I hereby acknowledge that I have had the opportunity to read and review this form and have it reviewed by legal counsel if I deem necessary. I understand the foregoing and hereby agree to be bound by same. I am signing it freely, and no other representations concerning the legal effect of this document have been made to me.

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Legal Name: \_\_\_\_\_